



# CITY OF TAUNTON MASSACHUSETTS

## DEPARTMENT OF HUMAN RESOURCES

City Hall  
15 Summer Street  
Taunton, MA 02780  
Phone: 508-821-1060, Fax: 508-821-1066  
[www.taunton-ma.gov](http://www.taunton-ma.gov)

Amy Kazlauskas  
*Director*

Sandra B. Peavey  
*Assistant Director*

Maria Oliveira  
*Benefits Specialist*

Rachael Capella  
*Benefits Specialist*

Debbie Nunes  
*Benefits Clerk*

### POSTING CITY CLERK

The purpose of this position is to perform administrative and supervisory work in connection with the maintenance of official municipal records, the issuing of various licenses and official documents, performs any and all other related duties as required.

#### **Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Acts as the *Information Source* to the City departments and the general public regarding all federal, state and local regulations, the City Charter and ordinances, rules and regulations.

Serves as *Custodian of all City Records*. Goes to court on behalf of the City when served. Has custody of books, reports, and laws received from the Commonwealth of Massachusetts.

Serves as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of City records and issues certified copies of same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.

Records *Municipal Council Votes* and sends accepted ordinances to the Attorney General's office for approval. Certifies votes of all Municipal Council actions, as required. Notifies Secretary of State of the acceptance by the City of Chapters and Sections of General Laws and of any Special Acts.

Oversees special projects and all historical requests.

Records and files applications, maps and decisions of the Planning Board. Records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions.

Receives and files meeting notices of all City Boards and Committees.

Issues a variety of *State and City Licenses, Permits and Certificates*, provides for adequate maintenance of associated records and the collection of fees; submits fees to the Treasurer/Collector. Issues annual dog licenses, ensuring that vaccination against rabies is current. Responsible for the notifications, and the collection of all related fees related to late licensing.

Manages the tracking of all business certificates.

Serves as *Keeper of the Official Seal of the City*; administers oaths as necessary to all elected and appointed officials, appointed members of boards and committees, police and fire department personnel.

Prepares and oversees the budget for the City Clerk's Office.

Purchases all office supplies and equipment, as needed; processes all bills for payment.

Handles *Public Notice Filings*. Records telephone pole locations; bills for pole locations and collects fees. Records, files and indexes business certificates, contracts and other documents. Searches for records for public and furnishes certified copies.

Supervises and participates in all operations of the City Clerk's office. Collects and records all fees.

Maintains cash record book with weekly accounting to Treasurer/Collector on all fees collected by the office; cash turned over to Treasurer/Collector weekly.

Attends Clerk's conferences, meetings and seminars to keep abreast on all activities and responsibilities of the City Clerk.

All other duties as assigned.

**Education, Training and Experience:**

Bachelor's Degree in business or public administration or liberal arts preferred and/or previous experience in municipal government; minimum of two to five years' experience in an office setting to acquire familiarity with standard office procedures and records management preferred.

**Special Requirements:**

Ability to become bonded

Commissioned as a Notary Public

Valid driver's license

CORI Background check required.

May be commissioned as a Justice of the Peace

**Complete job description is available in the Human Resources Department.**

Salary Range: \$80,000 to \$120,000 with a \$4,000 stipend

Please submit a cover letter, resume and application, in confidence, by June 2, 2022 to [hrjobs@taunton-ma.gov](mailto:hrjobs@taunton-ma.gov) or Human Resources, City of Taunton, 15 Summer Street, Taunton, MA 02780.

***The City of Taunton is an EEO Employer.***

Posted: *Amy Karlman*  
*5-18-2022*